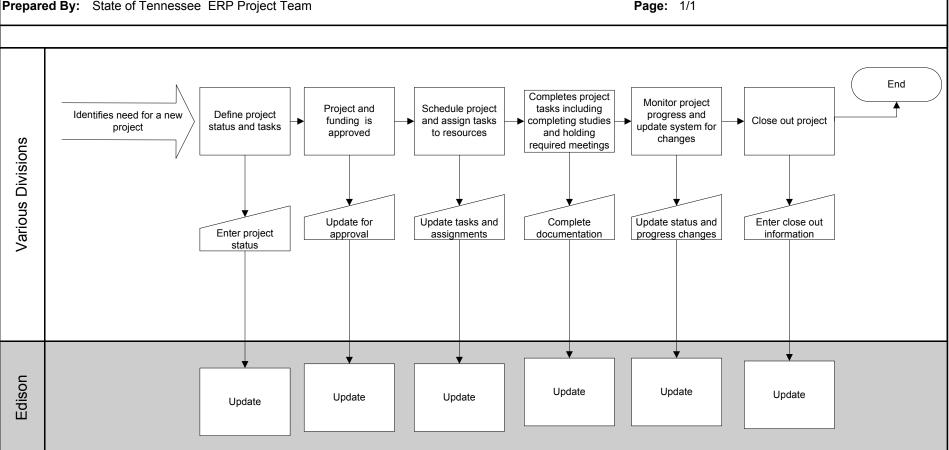
Process: Project Management File: To Be PR-01 Project Management

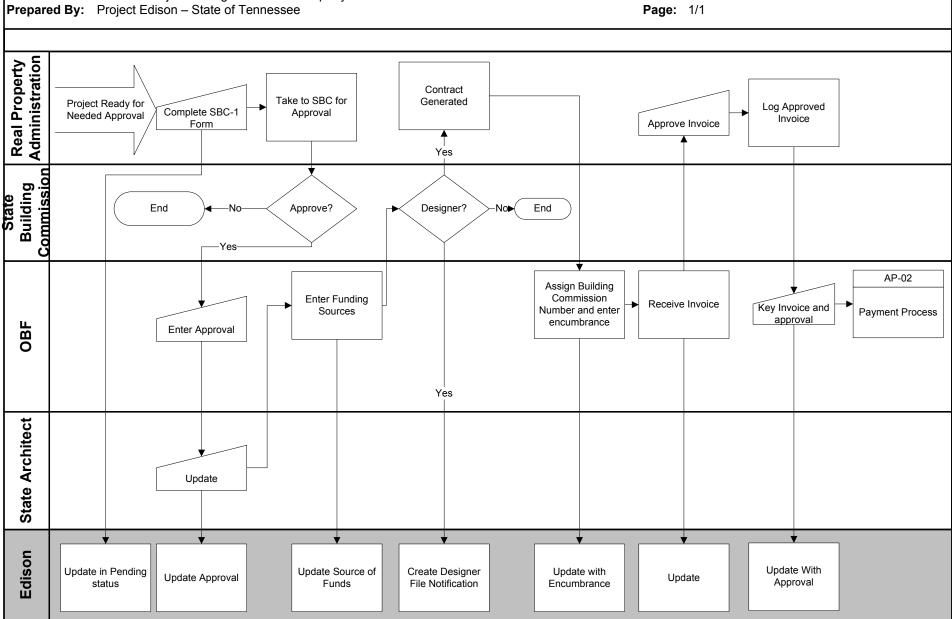
Sub-Process:PR-01 Project ManagementDate:10/21/05Prepared By:State of Tennessee ERP Project TeamPage:1/1



Process: Project Management File: To Be PR-01 Project Management

Sub-Process: PR-01-1 Project Management -Real Property Administration

Date: 10/21/05





Process Name: Project Management	Process Identifier: PR	
Sub-Process Name: Project Management	Sub-Process Identifier: PR-01	
Sub-Process Purpose and Objectives: To manage construction projects.		

Sub-Process Description: The Project Management module will be used to help the Department of Transportation, Real Property Administration, and other users with project management needs to manage the projects. The module will be used for scheduling of the various steps involved in the project and tracking progress toward completion of each step. It will use workflow to facilitate the tracking of project progress from one step to the next, especially in the approval stage.

Agencies submit requests for new capital projects to Real Property Administration in F & A, who enter the request into Edison. Once the State Building Commission (SBC) has approved the project, the approval is entered into Edison. The statuses of the various steps in the design and construction phases of each project are tracked in Edison.

Tennessee Department of Transportation has two project management systems used in managing Right of Way projects, and Utilities and Railroad projects. These two systems include the ability to schedule and assign resources to the steps needed to complete a project. The data elements used by staff to manage the project completion have been identified and included in the requirements. These two systems may be replaced by Edison depending on capabilities provided in the vendors' responses.

Other users will be able to use the system to manage their projects. The users will be able to use the module to plan project tasks, and to schedule resources to the tasks. Project progress will be tracked within the system, and project manager will use this information to monitor project completion.

Sub-Process Trigger(s): • Request for a project		Real Property AdmirDivision of AccountsOffice of Business ar	 Key Sub-Process Participants: Real Property Administration Division of Accounts Office of Business and Finance (OBF) Department of Transportation 	
Inputs:				
Input	Format	Volume/Time	Suppliers	
Requests for construction projects	Paper	200 per year	Agencies	



Process Name: Project Management		Process Identifier: PR	Process Identifier: PR		
Sub-Process Name: Project Management		Sub-Process Identifier: PF	Sub-Process Identifier: PR-01		
			Agencies		
Outputs:					
Output	Format	Volume/Time	Reci	Recipients	
Construction projects tracked	Electronic	500 per year	OBF, Division of Real Estate Administration		
Performance Measures Track	ed: :				
Me	asure	Current Value	Targe	t Value	
Timeline on project creation					
Tasks performed in accordance	to bond requirements				
Law, Policy, or Statute Site Ti	nat Govern Sub-Process:				
	Law, Policy, or St	atute	Cha	ange Required (Yes/No)?	
Key Assumptions: • PPRM, CMS, PPM with	not be replaced				
Improvements:					
 Improved reporting capa 	abilities				
 Integrated management 	of project				
 Project management ca 	pabilities not presently availat	ole to some agencies			
Change Management Concer	ns:	Communication Actions:			
 Agency staff using the s 	ystem to track status of reque	est • Training for user age			
Eliminated Non-Core Systems	s:				
 Project Information Trace 	king System (DITS)				

To Be PA-02 Project Accounting Process: File: **Project Management** Sub-Process: PR-02 Project Accounting **Date:** 10/21/05 **Page:** 1/2 Prepared By: Project Edison – State of Tennessee **Bond Finance** Letter Requesting Establish Budget Budget Funds Transaction 32-36 Α Yes Statewide Accounting Key revisions for **Bonds** Update CP Database with Establishment of Included? Public Act, Chap and Budget Authorization Amt for Fund 31 No Establish F&A/OBF Keys OBF Revenue **Budget Funds** revisions for End Appropriation? 15 & 31 Establishment of Budge tin pending status Yes Budget Notification of В **Budget Revision** ▶ Approve Revision Edison Updated Revision **Budget Revision** Processed FoxPro Revision Processed

Project Management Process: To Be PA-02 Project Accounting File: Sub-Process: PR-02 Project Accounting **Date:** 10/21/05 Prepared By: Project Edison- State of Tennessee Page: 2/2 Committee Review CPP Reports to Bond Authorize Determine How Commercial Sell Bonds? -No-Much CP to Sell Paper Sale End Attorney Bond Usage Review Yes **Bond Finance** Completed Prepare Usage % Dirty Money Issue Commercial Redeem Document Issue Bonds Questionnaire Paper Commercial Paper Accounting Statewide GL-02 Run CPP Reports for Monthly Notified to Update Journal Voucher Meeting Entry CPP Database GL-02 Complete Bill Funding Is billing to В Questionnaire Agency as -Yes▶ Journal Voucher state agency? Exp. Occur OBF Entry AR-02 Accounts Receivable FoxPro Update CPP Database with Run Reports Questionnaire



Process Name: Project Management	Process Identifier: PR
Sub-Process Name: Project Accounting	Sub-Process Identifier: PR-02

Sub-Process Purpose and Objectives: To account for construction projects

Sub-Process Description: Funds 32-36 account for the costs of construction projects, which are funded with revenue bonds (funds 32 and 34), general obligation bonds (fund 33), or a combination of state and federal monies (funds 35 and 36). Once the appropriate oversight authority has approved the project, a letter is sent to the Division of Accounts to establish the project and project budget. The expenditures are then recorded against the project as incurred. All of the projects noted above are funded by loan funds, in which the State is reimbursed for the loan and the participant also pays an administrative fee to fund the administrative costs.

The Office of Business and Finance also enters revisions for Funds 15 and 31 projects. The Division of Budget approves the budget revisions in Edison. If the project is revenue funded, the appropriate funding source is billed as expenditures occur, unless the project is to be repaid over a period of years.

If the project is in Fund 31 and is funded by bonds, then the project name, number, public act and chapter are entered into a FoxPro database to assist in the sale of commercial paper. Commercial paper is sold on an "as needed" basis to fund eligible expenditures using a four-month projection. Projects cannot be included in the projection, bond sales, or commercial paper sales until a usage questionnaire is completed and reviewed by the State's bond attorney. About once a year, bonds are sold and commercial paper redeemed, and Edison is updated. Again, the commercial paper (CP) database is used to assist in determining the sizing of the bond offering.

Sub-Process Trigger(s): • Approval of a project		 Key Sub-Process Participants: Bond Finance Division of Accounts Office of Business and Fine Budget Division State's Bond Attorney 	
Inputs:			
Input	Format	Volume/Time	Suppliers



Process Name: Project Management		Process Identifier: PR			
Sub-Process Name: Project Accounting		Sub-Process Identifier: PR-02			
Bond Finance approved construction projects	Paper	200 per year	Bond Finance		
Fund 15 and 31 revisions	Electronic	1,500 sequences per year	OBF		
Outputs:					
Output	Format	Volume/Time	Recipients		
Construction projects tracked	Electronic	500 per year	OBF, Division of Real Estate Administration		
Performance Measures Track	ed::				
Mea	asure	Current Value	Target Value		
Project created within 24 hours	following approval				
Tasks performed in accordance	to bond requirements				
Law, Policy, or Statute Site Th	at Govern Sub-Process:				
	Law, Policy, or Statute	•		Change Required (Yes/No)?	
None					
Key Assumptions: • Projects will be tracked a	and managed using Edison				
Improvements: Improved Reporting capa Improved budgetary con					
Change Management Concerns: ■ Can system track projects by bond authorization Communication Actions: ■ Train agencies to use system					



Process Name: Project Management	Process Identifier: PR
Sub-Process Name: Project Accounting	Sub-Process Identifier: PR-02
Eliminated Non-Core Systems:	
•	